



City of Gig Harbor Court Assistant

SALARY	\$26.36 - \$32.97 Hourly	LOCATION	Gig Harbor, WA
JOB TYPE	Part-time	JOB NUMBER	25-00042
DEPARTMENT	COURT	DIVISION	COURT
OPENING DATE	06/10/2025	CLOSING DATE	6/22/2025 11:59 PM Pacific

GENERAL OVERVIEW

This is a part time position, working 24 hours per week.

This position performs general office and specialized clerical tasks to assist court personnel in the performance of their duties and in support of the Municipal Court. This position has significant contact with the public and other city employees.

ESSENTIAL FUNCTIONS

The job duties and responsibilities represented in this job description do not imply that these are the only duties to be performed. Employees will be required to follow any other job-related instructions and to undertake other projects consistent with the role as requested by a supervisor.

- Assists the public by telephone, in-person, email, and other electronic methods, with general court inquiries.
- Operates a personal computer, copier, typewriter, calculator, and multi-line telephone system. Transfers calls, takes messages, makes referrals, obtains routine information.
- Performs routine clerical duties such as computer data entry using the court case management system, schedules hearings, files documents, maintains records and files, receives, sorts, and processes mail.
- Provides courtroom support such as photocopying, scanning, sorting, printing, and indexing.
- Provides general support to Judicial Specialists, Court Administrator, and Judge.
- Receives, sorts, logs, processes, and files incoming filings, citations, legal pleadings, correspondence, checks, invoices, and other documents.
- Processes new civil, criminal, and parking citations; constructs files.
- Receives and disburses payments, creates time payment accounts, prepares deposits, maintains accurate accounting for all funds collected, processed, and disbursed.
- Types routine correspondence, including letters, memoranda, reports and other material.
- Purchases, catalogs, and maintains office supplies.
- Maintains punctual and reliable attendance.

KEY COMPETENCIES

Knowledge of:

- Business English, including proper spelling and punctuation.

Ability to:

- Develop relationships and communicate effectively with other employees, elected officials, and the public verbally in-person and by phone, and in writing.
- Use diplomacy, patience, and courtesy, even with dissatisfied customers, emotionally distraught, irate, intoxicated and combative individuals.
- Maintain confidentiality.
- Apply organizational skills and handle multiple priorities with many interruptions.
- Perform tasks with accuracy and reasonable speed.
- Type accurately and accurately proofread all typed materials.
- Perform basic mathematical calculations including addition, subtraction, multiplication, and division.
- Establish and maintain positive, effective working relationships with those contacted in the performance of work.
- Comprehend organization structure and personnel in order to correctly direct mail, messages, and telephone calls.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in a climate-controlled office or courtroom setting with a minimal noise level. While performing the duties of this job, the employee is regularly exposed to hostile customers, impaired individuals, incarcerated individuals, and violent offenders. Exposure to blood borne and/or airborne pathogens may occur.

Schedule: Due to the nature of the job an in-person presence is required. The schedule is generally six-hour shifts, four days per week, Monday-Thursday, or Tuesday -Friday. Telework is not available for this position.

Driving and Travel: Driving would typically be less than 1 hour per work week. Travel is required to visit other work sites in the area and to attend meetings, training, and/or conferences as needed 3-4 times per year.

QUALIFICATIONS**EDUCATION AND EXPERIENCE**

Any combination of education, training and experience that indicates the individual can successfully perform the job may be considered.

- High school diploma or GED equivalent.
- Two (2) years of administrative, clerical, and customer service experience; preferably court-related or legal-related administrative experience or paralegal support.
- Bookkeeping or accounting experience preferred.
- Demonstrated experience in the use of Microsoft Office Suite.

CERTIFICATES AND LICENSES

The following certifications and licenses are required for the position (or must be obtained within the timeframe stated) and must be maintained for the duration of employment.

- A valid Washington State driver's license and two years' driving experience.

PHYSICAL CHARACTERISTICS

The physical attributes described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, listen, and hear. The employee is required to sit and perform close computer work with repetitive motion for long periods of time. The employee is also required to stand, walk, bend, reach, and use hands to finger, handle, or feel. Occasionally required to lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance.

ADDITIONAL REQUIREMENTS

- A history of and ability to maintain safe and responsible driving that meets the city's motor vehicle record minimum driving requirements.

- Ability to pass position relevant pre-employment screening.

The requirements outlined in this job description may be modified to reasonably accommodate individuals with disabilities who are otherwise qualified for employment.

ADDITIONAL INFORMATION

At the City of Gig Harbor, our aim is to extend salary offers that fall within the range from the minimum to the midpoint. These offers will be determined by assessing the applicant's relevant experience in alignment with the requirements of the applied position at the city, alongside a comprehensive evaluation of pay rates for our existing employees engaged in comparable roles.

- This position is classified as eligible for overtime under the Fair Labor Standards Act (FLSA).
- This position is covered under a collective bargaining agreement with Teamsters 117.
- If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at humanresources@gigharborwa.gov.
- To be considered you must submit and complete an online application through that reflects all relevant education and experience which addresses how you meet the minimum and/or preferred qualifications for this position.
- **Applications will be screened beginning June 23 with interviews scheduled July 10.**

Employer

City of Gig Harbor

Address

3510 Grandview Street

Gig Harbor, Washington, 98335

Phone

(253) 851-8136

Website

<https://www.gigharborwa.gov>

Court Assistant Supplemental Questionnaire

*QUESTION 1

Do you have a high school diploma or GED equivalent?

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have two (2) years of administrative, clerical, and customer service experience; preferably court-related or legal-related administrative experience or paralegal support?

- ☐ Yes
- ☐ No

QUESTION 3

This is a part time position. Are you willing to accept this as a part time position at 24 hours per week?

- ☐ Yes

☐ No

* Required Question